

# Quotes, Bibliography and List of Illustrations

Brief guide for project reports at the Chair of  
Landscape Architecture and Transformation (LAT) of the TU Munich.  
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## ***General:***

Please note that quotations at different teaching and research institutions may be handled differently to a certain extent.

The following basic principles always apply:

- Any use of other texts or sources is to be marked (otherwise plagiarism).
- Quotations must be documented in such a way that they can be identified beyond doubt.
- Once the marking of quotations (e.g. footnote) has been chosen, it must be applied consistently throughout the written work.
- Texts can be taken literally/directly (in quotation marks) or analogously/indirectly (paraphrase). Both are filled with the exact page number from the original source.

## ***The literal quote***

- The literal quotation shall be complete, true to the original, including any (printing) errors. Even obsolete words and spellings. Underlining and italics should be used.
- If you want to make your own accents in the literal quotation, this is possible in the form of remarks in square brackets, example: "In the shadow of the beautiful mainstream landscape [in contemporary visual art, the author's note], by the way, a dark counter-image also runs along from the beginning". This procedure should be used very cautiously in order not to change the quotations in their original version.
- Omissions in the literal quotation which serve to shorten the original text are marked with three dots in square brackets [...].
- If several sentences of the original text are cited from one page, which are not directly behind each other, this must be marked as follows: "First sentence cited. [...] Second sentence cited. Third quoted sentence."
- The quotation in the quotation is marked with single quotation marks and does not have to be filled in source-wise. Example: "New landscape demands 'the readability of reality', which does 'justice to the respective place'".

## ***paraphrase***

- The paraphrase serves the explanation or clarification of a described fact with own words and is to be regarded as analogous quotation,  
Example: The original text states: "The feeling of landscape is thus a product of history, not a timeless element of the human condition". Paraphrase: "Rolf Peter Sieferle claims that the feeling for landscape is not anchored in being human in itself, but that it has developed over the course of history".
- The quotation is not highlighted by quotation marks in a text but by a reference to the literature. The relevant footnote text is marked with "cf. (= compare), example: "cf. Sieferle, Rolf Peter: "Entstehung und Zerstörung der Landschaft" in: Smuda, Manfred (ed.): Landschaft. Frankfurt am Main 1986; p. 259

## ***Marking of quotations***

### ***footnote***

**This is the citation preferred by the Chair of Landscape Architecture and Industrial Landscape.**

Quotations are numbered consecutively by superscript numbers ("Notes"). Arabic numerals are preferred. Roman numerals or other special characters are also possible, but are difficult for the reader to read above a certain value (e.g. 87 = LXXXVII).

Example quote in the text: „Als Leitbilder zur Entwicklung von postindustrieller Wildnis taugen die vorindustriellen Klischeevorstellungen von malerisch geordneter Waldlandschaft nicht.“<sup>1</sup>

Example footnote: <sup>1</sup> Weilacher, Udo: „Ferme Orneé Mechtenberg. Feldversuche zwischen postindustrieller Wildnis und neuer Nützlichkeit“ in: Regionalverband Ruhr (ed.): Feldstudien. Zur neuen Ästhetik urbaner Landwirtschaft. Basel 2010; p. 89

- In the case of footnotes, the appropriate references are also listed in detail on each page.
  - According to the citation rules (see below), the footnote must contain all necessary information for the first-time evidence to be able to clearly find the citation in the original source.
  - If you quote from the same font of an author immediately one after the other, you can choose the form of the short quote (usually: author and year of publication, page of the quote).
- Example: 2 Weilacher 2010 (as note 1); p. 90

### *Citation rules according to source*

- All quotations must always be accompanied by a precise page reference. If the quotation or the paraphrase goes over two pages, for example "pp. 123 f." will be used. (next page) or better, because more precisely: "pp. 122/123". Longer pages are marked with "ff.". (following pages), for example "pp. 259 ff.". (set a point after ff), or better, because more precisely: "pp. 259 - 263" is marked
- If you quote from a one-volume book written by an author, the source is given according to the following scheme: author's name, first name: title of the book. Place of publication Year of publication; page  
Example: Haber, Wolfgang: Die unbequemen Wahrheiten der Ökologie. Eine Nachhaltigkeitsperspektive für das 21. Jahrhundert. Munich 2010; pp. 31-39
- If an essay is quoted that has appeared in an editor's anthology, the source is indicated according to the following scheme: author's name, first name: "essay title" in: Editor's name, first name (ed.): Book title. Place of publication Year of publication; page  
Example: Sieferle, Rolf Peter: "Entstehung und Zerstörung der Landschaft" in: Smuda, Manfred (ed.): Landschaft. Frankfurt am Main 1986; p. 259  
Articles drawn by name are to be quoted exactly like essays.
- Articles from journals are quoted according to the following pattern: Name of author, first name: "Title of article" in: Name of the journal. Issue number/year of publication; page  
Example: Hard, Gerhard: „Gemalte Poesie“ in: Politische Ökologie. Issue 96/2005; p. 19
- When quoting a website, the date of the visit must always be indicated in brackets after the website address. Otherwise, the normal citation guidelines apply.  
Example 1: <http://www.lai.ar.tum.de/> (29.03.2011).  
Example 2: Weilacher, Udo: „Televisionäre Landschaften? Neue Wahrnehmungsperspektiven – Chancen für die Entwurfspraxis“ in: [http://www.lai.ar.tum.de/lehre/video-werkstatt-lai/ PDF](http://www.lai.ar.tum.de/lehre/video-werkstatt-lai/PDF) (23.10.2010).
- If there are more than three authors, only the first must be named, the others can fall under "et al.". If there are less than four authors, they are usually separated by a slash /. The same applies to several editors of a book.
- The editorship of one or more persons is indicated in German-language bibliographies by "Hrsg." or "Hg.", in English-language bibliographies by "ed.". or "eds." in English bibliographies. (from the English "editor").

### *bibliography*

All sources used to produce the report - both those quoted and those not quoted but read(!) - must be listed in the bibliography. It is recommended to sort, e.g. in: Book, journal articles, Internet sources

- The bibliography is always compiled in alphabetical order (surname of author/editor).
- If several works were written by one author, the sources are sorted by age.
- Several of an author's writings written in the same year must also contain small letters in connection with the English citation method, with the first cited source starting with a. Example: (Müller 1993a: 34 f). This is not necessary when working with footnotes.

### List of Figures:

Just as for text quotations, images and graphics in the text are always subject to the same rules:

- Any use of images or graphics for which one does not own the copyrights is to be marked (otherwise plagiarism/copyright infringement).
- Images as well as graphics and their sources must be documented in such a way that they can be identified beyond doubt.
- Images and graphics from books, journals or the Internet are documented with the exact source, in the case of print media with exact page numbers and, if possible, with the name of the photographer and the copyright holder within the list of illustrations (usually: after the bibliography).
- In the list of illustrations, the illustrations are listed in tabular form according to illustration numbers or, if the illustrations in the book do not bear a number, according to page numbers.
- The source of the illustration used must always be indicated in tabular form in the list of illustrations according to the following scheme: illustration number, page, photo: name of the photographer (if known), copyright holder (if known): Reference (as for quotations, see above)

Example 1: Fig. 2, p. 52, photo: Shigeo Anzai, © Insamu Noguchi Foundation Inc., New York, from: Noguchi, Isamu: A Sculptor's World. New York 1968; p. 123

Example 2: Fig. 8, p. 56, Peter Paul Rubens: Die Schöpfung der Milchstraße, 1636-38, Öl/Lw. 181 x 244cm, Madrid, Prado, from: Ausst.Kat. Bonn, Kunst- und Ausstellungshalle der Bundesrepublik Deutschland, 1999: Museo del Prado. Malerei am Hof Philipps IV., fig. p. 137

Bei Abbildungen ohne Nummerierung im Text: Fig. p. 52 above left, photo: Shigeo Anzai, © Insamu Noguchi Foundation Inc., New York from: Noguchi, Isamu: A Sculptor's World. New York 1968; p. 123

- All illustrations made by the author himself do not have to be verified individually. As a rule, it is sufficient to note at the end of the list of illustrations: "All illustrations not specifically listed here are from the author".